



E-Health Check Report

Compiled for: Sgt. J. Smith on September 9, 2019
Agency: Average County Sheriff Office

Thank you for taking the time to complete the Evidence Management Institute E-Health Check Self-Assessment. We hope you'll find this quick check of your evidence management operations useful for getting a baseline view of a few critical elements of your agency's evidence operations.

To help you understand the results of the assessment, and to look a little deeper into the survey methodology we used to analyze your responses, please refer to our website at www.evidencemanagement.com/ehealthcheck for a detailed explanation of the assessment tool.

E-Health Check Overview:

The E-Health Check measures the relative strength of three critical links in your agency's evidence management practices. We're providing feedback regarding your evidence management operation's efficiency and effectiveness, sustainability and accountability for you to review and evaluate your own needs for improvement.

Evaluation Areas:

Efficiency and Effectiveness, a measure of your agency's capacity to provide service, complete essential evidence management processes and maximize the resources provided to ensure a secure chain of custody.

Sustainability, a measure of your agency's long-term capacity to provide appropriate evidence management services that can accommodate the changing needs of the justice system, future challenges and withstand management or leadership changes without a significant drop in service.

Accountability, a measure of the processes employed by your agency to ensure that evidence management operations comply with internal and statutory requirements, ensure the integrity of evidence, and ensure a secure chain of custody for all evidence.

Chain Strength Ratings:

For each assessment area, we provide four possible ratings as an overall measure to gauge your operation.



Strong. Based on your responses, your agency excels in this aspect of evidence management.

Average. Based on your responses, your agency falls within expected norms.



Susceptible. Based on your responses, this area may be susceptible as a weak link in your operation. Consider taking a deeper look into this area to safeguard the integrity of your agency's evidence management operations.



Broken. Based on your responses, this is an area that requires immediate attention to ensure the integrity of your agency's evidence management operations.

Your Agency E-Health Check Assessment Report:

Efficiency and Effectiveness Chain Strength Rating: **BROKEN (60%)**



Your agency scored 60 out of 100 possible points on a scale from 0-100.
The rating score is based on your responses to the E-Health Check Assessment Survey, view your full survey responses at the end of this report.

Influencing Factors:

Intake Efficiency:

Your agency spends approximately 14% of available evidence management staff hours on intake.

Highly efficient evidence operations typically complete the intake process using 20% or less of their available staff hours. Intake processes that consume more than 33% of available staff hours are often unable to complete other essential evidence management functions.

Disposal Rate:

Your agency disposition ration was 0.03:1 for the last calendar year.

Highly efficient and effective evidence operations typically dispose of evidence at a 1:1 (disposition to intake) ratio annually. Disposal rates lower than 0.75:1 can impact storage capacity within just two years, leading to storage problems that cannot be resolved quickly without adding storage space or additional staffing to resolve the issue.

Efficiency and Effectiveness Red Flags:

Based on your survey responses, a few issues might require immediate consideration:

It is likely that your evidence management operations are deficient in the following areas:

1. Adequate staffing
2. Adequate automation technology
3. Adequate procedures for submitting evidence
4. Adequate training for evidence management personnel
5. Adequate organization systems for storing evidence
6. Adequate processes for evidence disposition

Efficiency and Effectiveness Recommendations:

Based on your survey responses, the Evidence Management Institute recommends:
Assess staffing levels and existing use of technology related to evidence management.

Assess training and documentation related to evidence management.

*Assess the organization system used for storing evidence to increase efficiency.
Increase the focus placed on evidence disposition for the agency.*

Sustainability Chain Strength Rating: **BROKEN**



Your agency scored 39 out of 100 possible points on a scale from 0-100. The rating score is based on your responses to the E-Health Check Assessment Survey, view your full survey responses at the end of this report.

Influencing Factors:

Required Disposal Hours:

Based on industry norms, your agency most likely has between 25,000 (conservative estimate) and 40,000 (industry average estimate) evidence items eligible for disposal.

Your agency currently allocates 1800 net personnel hours to evidence management.

In order to dispose of all eligible evidence in the custody of your agency, it would require between 12,500 and 20,000 staff hours to complete the disposition process for the items you currently store.

Your total disposal outlook:

It would take between 6.9 and 11.1 years to dispose of your existing eligible evidence, given current staffing levels.

Sustainable evidence management operations can typically handle eligible evidence disposal processes within their allocated personnel hours. Agencies with significantly higher levels of eligible evidence to available staffing hours will struggle to maintain sustainable disposal processes.

SANE Processing Efficiency:

Your agency processed 75% of SANE (Sexual Assault Nurse Examiner) kits submitted in the last calendar year.

Sustainable evidence management operations achieve 100% efficiency annually. SANE evidence processing rates lower than 95% can be an indication of significant issues related to the processing and handling of sexual assault evidence.

Sustainable Automation:

Looking at your agency's current automation capacity, you leverage 25% of recommended automation processes covered in the E-Health Check assessment.

Agencies that utilize 90% or more of the automation tools covered in the assessment generally maximize available technology to achieve long term sustainable operations. Agencies that utilize less than 80% of available automation processes will benefit from increased deployment of technology to achieve sustainability.

Sustainable Analytic Reporting:

One key benchmark for sustainable operations relates to your agency's capacity to generate reports for actionable information regarding the status of your evidence operation and to expedite critical evidence management processes.

Your agency currently has the ability to quickly report and access information on 25% of the critical information and real time status related to your operation.

Agencies that have full access to real time data about their operations are better equipped to resolve current issues and forecast future issues before they become problematic. Agencies that have less than 75% reporting capacity for real time status of their operations may have difficulty achieving long term sustainable operations.

Sustainability Red Flags:

Based on your survey responses, a few issues might require immediate consideration:

1. Disposition of evidence eligible for disposal.
2. Appropriate and timely analysis of untested forensic evidence in storage.
3. Technology deficiencies that prevent sustainable evidence management practices.

Sustainability Recommendations:

Based on your survey responses, the Evidence Management Institute recommends:
Increase focus on the evidence management unit's capacity for evidence disposition both in terms of technology and staffing.

Consider locating or allocating alternate resources to resolve or prevent a near-term storage crisis.

Immediately implement a 100% testing protocol for all submitted SANE kit biological evidence.

Investigate technology capabilities of existing technology used by the department and maximize existing system capabilities or consider new evidence management technology.

Accountability Chain Strength Rating: **BROKEN**



Your agency scored 52 out of 100 possible points on a scale from 0-100.
The rating score is based on your responses to the E-Health Check Assessment Survey, view your full survey responses at the end of this report.

Influencing Factors:

Access Control Index:

Your agency has achieved over 90% key control over access to critical evidence storage areas within your operation.

Secure evidence facilities achieve 100% access control to ensure the integrity of their operations and the integrity of their secure chain of custody. Evidence facilities with less than 100% access control may have significant security issues related to the storage of evidence. Evidence facilities with less than 96% access control should immediately consider reinforcing security measures related to access control.

Security Measures Index:

Your agency accounts for 50% of recommended security practices based on your survey responses.

The E-Health Check assessment tool is not an exhaustive review of security practices, but rather a quick overview of measures employed at your agency. Secure evidence facilities employ 100% of the listed security measures listed in the assessment tool. Evidence facilities employing less than 100% of surveyed security measures may have significant security issues related to the storage of evidence. Evidence facilities employing less than 90% of the security measures included in the assessment should immediately consider reinforcing the security of their evidence management operations.

Accountability Process Measures Index:

Your agency participates in 33% of recommended accountability processes each calendar year.

Accountability processes include annual inventories, annual audits and routine inspections of evidence management operations. Agencies that participate in annual inventories and annual audit processes are significantly more likely to find and resolve issues before they reach critical status. Agencies that perform routine inspections of evidence management operations in addition to annual processes will further enhance and strengthen their overall accountability related to sustainable evidence management operations.

Accountability Red Flags:

Based on your survey responses, a few issues might require immediate consideration:

1. Inadequate accountability processes.
2. Appropriate and timely analysis of untested forensic evidence in storage.
3. Inadequate security measures and practices.
4. Technology deficiencies that prevent sustainable evidence management practices.

Accountability Recommendations:

Based on your survey responses, the Evidence Management Institute recommends:
Establish a policy requiring an annual inventory of all items in the custody of the evidence management unit and implement an inventory process.

Establish a policy requiring the routine inspection of the evidence management unit and implement an inspection process.

Establish a policy requiring analysis of all sexual assault biological evidence and implement an analysis protocol.

Address security deficiencies and vulnerabilities.

Address evidence submission area security issues.

Address cold storage environmental alarm system.

E-Health Check Overall Assessment:

Overall, your agency was rated according to the relative strength of three links in your chain of custody; Efficiency and Effectiveness, Security and Accountability.

Ideally, you want three strong links in a three-link chain. And just like a three-link chain, it's not quite going to cover every facet of your operations, but we hope this will give you a good picture of where your agency stands where it comes to your evidence management practices.

Chain Strength:

Average County Sheriff Office Evidence Unit Efficiency and Effectiveness Chain Strength:
BROKEN

Average County Sheriff Office Evidence Unit Sustainability Chain Strength:
BROKEN

Average County Sheriff Office Evidence Unit Accountability Chain Strength:
BROKEN

Total Survey Red Flags: 13

We would encourage you and your agency to address any Susceptible or Broken chain links or Red Flags related to your survey responses as soon as possible.

With any online survey, there might be missing pieces of data or other factors that might offset or mitigate the ratings derived through our survey methodology.

Our goal with the E-Health Check Self-Assessment is to provide you with a starting point to examine the overall health of your operations and help you make decisions on where to look for improving your overall effectiveness, efficiency and sustainability related to evidence management operations.

We would love to continue the conversation with you, especially if you need additional help within your evidence management operations. We offer a full line of consulting and training services that can help you solve any problem related to your evidence management operations, from remote consultation to our comprehensive on-site CAPS Audit, we can help you secure the chain for all of your evidence.

For more information about the full line of consulting services provided by the Evidence Management Institute, please refer to the consulting services page on our website:

<https://evidencemanagement.com/consulting/>

Thank you for taking our E-Health Check self-assessment, if you'd like more information about our services, please contact us at 866-529-1709, or reach us by email at

info@evidencemanagement.com

Raw Survey Responses:

Name:

Sgt. J. Smith

Title:

Evidence Officer

Agency:

Average County Sheriff's Office

Agency Type:

Sheriff Office

Email:

jsmith@Averagecountysheriff.net

Phone

(555) 123-5348

Total Agency Size:

100

Evidence Management Unit Total Full-Time Personnel:

1

Total Population Served:

87000

Evidence Management Unit Personnel Type:

Civilian

Evidence Management Unit Line Personnel Assignment Rotation:

Not Rotated

Evidence Management Unit Supervision:

Sworn

Evidence Management Unit Supervisor Assignment Rotation:

Not Rotated

Does your agency have published policies for evidence management?

Yes

Does your agency have a published evidence submission and packaging manual?

No

Does your agency have a published right of refusal policy for improperly submitted evidence?

Yes

Does your agency require documented two-person verification for submitted currency?

Yes

Does your agency have a published internal procedures manual for the evidence management unit?

No

Does your agency have a documented training program or class for employees who submit evidence to the evidence management unit?

Yes

Does your agency have a documented training program for evidence management unit personnel?

No

Agency uses a software solution for chain of custody documentation and evidence submission?

Yes, Evidence Management System (List System Vendor)

All Evidence Records Stored:

Electronic, in Evidence Management System

Each item in the in the system can be identified by a unique item number?

Yes, System Assigned

Each item in the in the system can be identified by a unique barcode number?

Yes, System Assigned

Evidence Submission Data Entry:

Performed By Submitting Officer Electronically

Evidence Packaging:

Performed By Submitting Officer

How long would it take you to generate a detailed report of Total Currency In Storage?

Can Generate Report With Information in Under 5 Minutes

How long would it take you to generate a detailed report of the Total Number of Firearms in Storage?

Over One Hour to Generate Report

How long would it take you to generate a detailed report of Total Items in Storage?

Over One Hour to Generate Report

How long would it take you to generate a detailed report of the Total Number of Narcotics Items in Storage?

Over One Hour to Generate Report

How long would it take you to generate and send a Disposal Authorization Form?

Can Manually Generate a Report Within One Hour

Total Number of Evidence Storage Locations:

250

Estimated Time to Find Any Item in Storage:

Can Locate Any Specific Item in Any Location Within 6-10 Minutes

Digital Evidence Types Collected and Stored"

Digital Photos

Surveillance Camera Footage

Interview Room Recordings

Forensic Data from Analyzed Devices

Most Digital Evidence is Stored On:

Remote or Cloud Secure Server

Hash Algorithm or Other Authenticity Verification of All Digital Evidence:

Yes

Digital Evidence Retention:

Digital Evidence Purged After Authorization and Approval

Average Daily Item Intake:

10

Average Daily Intake Processing Hours:

1

Intake Items Previous Year:

1700

Items Disposed Previous Year:

52

Total Items In Inventory:

50000

Total Number of Sexual Assault Biological Evidence Kits Collected Previous Year:

4

Total Number of Sexual Assault Biological Evidence Kits Submitted to Crime Lab for Analysis Previous Year:

3

Number of Employees With Key Access to Evidence Storage Room:

2

Number of Employees With Card Reader Access to Evidence Storage Room:

0

Access Log Records Retained for All Evidence Storage Room Access for Past Five Years or More?

No

Intrusion Alarm Systems for Evidence Storage Area?

No

Cold Storage Temperature Alarm Systems for Evidence Storage Area?

No

Video Surveillance in Evidence Submission Area?

Yes

Video Surveillance in Evidence Storage Area?

Yes

Firearms Storage Area Security (Equal to, or Greater Than) General Evidence Storage Area.

Greater Than

Narcotics Storage Area Security (Equal to, or Greater Than) General Evidence Storage Area.

Greater Than

Currency Storage Area Security (Equal to, or Greater Than) General Evidence Storage Area.

Greater Than

High Value Item Storage Area Security (Equal to, or Greater Than) General Evidence Storage Area.

Equal To

Disposition Process Storage Area Security (Equal to, or Greater Than) General Evidence Storage Area.

Equal To

Temporary evidence submission lockers prevent access to evidence after submission?

Yes

Do temporary evidence submission lockers provide individual case storage for submitted evidence?

No, evidence from multiple cases may be submitted in the same locker.

Date of Last Documented Routine Unit Inspection:

01/01/2000

Date of Last Full Inventory:

01/01/2000

Date of Last Comprehensive Audit:

12/19/2018